



Work Health and Safety Online Induction

Quick Tips

The purpose of this document is to communicate and clearly outline the steps in completing the Department of Jobs and Small Business's mandatory WH&S Online Induction.

We are committed to the health, safety and well-being of our staff and visitors.

The Departments of Jobs and Small Business require that all contractors undertake the Online Induction prior to starting any work/s or completing any services on any of our managed sites.

WHAT IS COVERED IN THE ONLINE INDUCTION

The induction module is divided into three units with a short assessment at the end:

- Work Health and Safety Responsibilities
- Workplace Safe Practices
- Emergency, Incident and Injuries
- Short Assessment

ACCESSING THE INDUCTION PORTAL

The Online induction course is straightforward, and being online, can be accessed from anywhere using a standard Web Browser.

Please use the below link to access the online induction portal.

<https://www.onlineinduction.com/departmentofemployment/>

First time accessing the site?

You will be required to first register. For future access to the site, keep your registration details in a secure location.

Once inside the portal, you will need to confirm the specific induction you will be participating in.

The two options are:

- Contractors – Major Works
- Contractors – Minor Works

There are three steps you will need to complete as part of the online induction:

Step 1: Required Documents

Step 2: Contractor Induction

Step 3: Assessment

ONCE YOU HAVE COMPLETED THE INDUCTION

Once you have completed the online induction, and passed the assessment, you will be provided with a completion certificate.

You will need to show this certificate or a photo of the certificate when requested by the Department or in non-conformance.

ISSUES / QUESTIONS

If you have any questions regarding the online induction, please email

<mailto:propertyervices@jobs.gov.au> or contact your Project Manager.